

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

June 10, 2020

BOD PRESENT: Cheryl Woodford, David Kirchhoff, Tom O'Neill, Robert Miller and Steve Sears

PRESENT: Chief Richard Pearce, Executive Assistant Nicole Chaput, City of Belvedere Council Member James Campbell

BOD ABSENT: None

AGENDA ITEM 1 – CALL TO ORDER

President Woodford called the meeting to order at 1833 hrs.

Executive Assistant Nicole Chaput conducts roll call due to meeting being conducted via teleconferencing:

Woodford – Present
Kirchhoff – Present
Miller – Present
Sears – Present
O'Neill – Present

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, May 13, 2020

M/Miller, S/Sears to approve Minutes, May 13, 2020
Executive Assistant Nicole Chaput polls the Board:
Woodford – Aye
Kirchhoff – Aye
Miller – Aye
Sears – Aye
O'Neill – Aye

AGENDA ITEM 3 – COMMUNICATIONS

- Ark article: "Free chipper day set for May 9 at Blackie's Pasture in Tiburon", 5/6/20
- Ark article: "Two Tiburon fire board seats up for re-election", 5/20/20
- Ark article: "Station facelifts, wage increases in Tiburon fire agency budget", 5/27/20
****PLEASE SEE ATTACHED 6/3/20 ARK CLARIFICATION:** "For the record – "Station facelifts, wage increases in Tiburon fire agency budget", May 27, pg. 1.

AGENDA ITEM 4 – PUBLIC OPEN TIME

President Woodford announced Public Open Time. No public comment/no public announced their presence on the telephone call.

AGENDA ITEM 5 – CHIEF'S REPORT

A. Monthly Report

The relaxing of the shelter in place order has allowed some businesses to gradually reopen and we have been working closely with the chamber of commerce to assist wherever we can in the process.

Local governments across the State are struggling with the financial implications of the shut down and now with civil unrest associated with rioting, looting and arson. This perfect storm of economic collapse and uncertainty, combined with the civil unrest, will have long range impacts.

TFPD has been working closely with our local government stakeholders in identifying threats to the community. Through planning, preparation and prevention we will mitigate these threats to the best of our ability.

The community, as a whole, has been very supportive and are ready to get back to normal, whatever that may now be. Call volume remains relatively light, providing excellent training opportunities for our staff members. Countywide, the Covid-19 numbers remain low, to date there have been 15 deaths attributed to the virus and approximately 4% of all symptomatic patients tested have the Covid-19 virus. We appear to be moving to the next chapter in whatever this disorder is.

Chief Pearce remains very proud and appreciative of the way everyone has stepped up to the challenge and kept morale high, while recognizing the potential long-term ramifications to the District.

Lieutenant Michael Tompkins will be retiring in July, a testing process of qualified candidates for the Lieutenant position will be conducted on June 5th, Chief Pearce anticipates has a recommendation for the Board later in the meeting.

Operations

The District responded to the following calls:

133 calls

Zone 10 – 27

Zone 11 – 47

Zone 12 – 8

Angel Island – 1

Bay Waters – 6

Others – 44

Significant Events:

There were no significant events during the month of May

Out-of-County/Pre-Positioning:

There were no out-of-county/pre-positioning assignment during the month of May

Training

Marin County Block Training, like everything else in the world, has transitioned to online Zoom training. The topics vary every week and each week a different agency is responsible to deliver the material to all three shifts.

In-house EMT training continues to focus on Covid-19. Testing has been more accessible and some of our personnel have been trained on giving the Covid tests.

Our medical director, Dr. Bason-Mitchell, lectured on Syncope and the different medical conditions that can cause syncope or fainting.

Charles Armour has successfully passed the final driver/operator testing and is now a qualified District driver. Chris May, Martin Siragusa, Patrick Gallagher and Omar Bell are all close to being tested for their driver/operator. All are doing very well and continue to exceed expectations.

Our new Firefighter/Trainees Durall and Pratt have passed the ambulance driving task books and are now qualified to operate the ambulance.

Boat Operations training has been focused on boat fires in our yacht clubs. Rescue swimmer training focused on techniques using our rescue boards from the engines.

Officer training has been a focus for the test that is coming up in early June. The Lieutenant position candidates are Travis Terrell, Danny Elkington, Mark Newman, Digory McGuire, Ken Royal and Grant Eules.

The crews have started focusing on wildland training. They have been driving fire roads and reviewing wildland tactics and strategies. Discussions have started about campaign fires and how things will be different due to Covid-19.

Personnel with greater than 30 hours of training: FF/PM Martin Siragusa (40), FF/PM Omar Bell (35), FF/T Zach Durall (37), FF Digory McGuire (32), Capt. Rod Stewart (34) and FF Mark Newman (34) FF Danny Elkington (36), FF Grant Eules (33), Lt Mark Fitzgerald (33), FF/PM Matt Wilson (32) and FF/T Ryan Mock (34). Total hours for all personnel for May is 748.

Battalion Chief Hellyer would like to recognize all of TFD for keeping the training going through these uncertain times and our probationary employees who continue to work hard and are dedicated to learning and improving.

Logistics/Maintenance

Routine monthly maintenance performed.

Apparatus/Equipment:

- E11 had the driver's seat airbag replaced by Golden State to solve a fault that was causing the SRS light to stay lit.
- E12 on-board charging system failed causing a hard start issue. Diego Trucks replaced the charging unit.
- Fireboat Tiburon haul out completed and overspray from repaint addressed. New graphics installed.
- Gas monitors recalibrated.
- SCBA compressor quarterly air quality check.

Prevention / Public Education

Deputy Fire Marshal (DFM) Lantier reports \$425.00 billed for May. Total is lower than average due to Coronavirus.

Inspections Completed:

- (7) Field inspections of fire sprinkler systems were completed in May due to COVID-19.
- (3) Field inspections were performed for WUI/Defensible Space compliance.

Plan Reviews Completed:

DFM Lantier performed (10) plan reviews for Design Review and/or Building Permit work. All plan reviews are being done via the remote office capabilities.

Community Risk Reduction/Public Education:

Zones A through D of the WUI/Vegetation Management Inspection Program letters were sent out and appointments are being made with great enthusiasm.

The first Chipper/Vegetation Removal Event of the year at Blackie's Pasture was a great success on May 9th. We set a single day record on 170 vehicle trips over 8 hours. 66 addresses came in: (3) from Belvedere, (7) SMFD area in Tiburon and (56) from our District. Of the 170 loads, (38) loads were 2 or more from a single address. (22) were 3 or more loads from a single address. (16) loads were 4 or more from a single address and (6) were 6 or more trips from a single address. We filled (6) 30-yard dumpsters that equated to 27 tons removed. People are working very hard to take advantage of this great opportunity and we are excited for the June 13th event.

- B. Approve appointment of Firefighter Mark Newman to Lieutenant, Range 403, Step #1, \$8,541/mo., effective July 1, 2020
Discussion.

M/O'Neill, S/Sears to approve appointment of Firefighter Mark Newman to Lieutenant, Range 403, Step #1, \$8,541/mo., effective July 1, 2020

Executive Assistant Nicole Chaput polls the Board:

Woodford – Aye

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

- C. SMEMPS – Finance/Admin Stipend
Discussion.

M/Miller, S/O'Neill to approve SMEMPS – Finance/Admin Stipend

Executive Assistant Nicole Chaput polls the Board:

Woodford – Aye

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

AGENDA ITEM 6 FINANCE REPORT

- A. Finance Report
No Board comments.

5/14/2020

| | | |
|--|-----------|-------------------|
| Balance on Hand Operating (BofA), beginning | \$ | 124,942.63 |
|--|-----------|-------------------|

| | | |
|-------------------|----|------------|
| Revenue and voids | \$ | 334,757.61 |
| Expense | \$ | 451,675.14 |

| | | |
|--------------------------|----|------------|
| Transfers to P/R Account | \$ | 500,288.00 |
| Transfers from CAMP | \$ | |
| Transfers from LAIF | \$ | 410,000.00 |
| Transfers to LAIF | \$ | |
| Transfers to CAMP | \$ | 160,000.00 |
| Transfer from COM | \$ | |

6/10/2020

| | | |
|---|----|-------------|
| Balance on Hand Operating (Co. of Marin) | \$ | |
| Balance on Hand Operating (BofA), ending | \$ | (82,262.90) |

6/10/2020

Balance on Hand Investment Accts

| | | |
|---------------------------------|----|--------------|
| Apparatus Reserves | \$ | 1,287,639.00 |
| Facilities/Eq/PERS/OPEB Reserve | \$ | 2,993,623.00 |
| General Operations Reserve | \$ | 3,399,356.74 |

| | | |
|-------------------------------|----|--------------|
| Total Balance in account LAIF | \$ | 5,551,723.20 |
| Total Balance in account CAMP | \$ | 2,128,895.54 |

B. Approval of Payroll and Warrants

M/Sears, S/Miller to approve payroll in the amount of \$539,343.00 and warrants in the amount of \$209,582.67

Executive Assistant Nicole Chaput polls the Board:

Woodford – Aye
 Kirchhoff – Aye
 Miller – Aye
 Sears – Aye
 O'Neill – Aye

AGENDA ITEM 7 – PUBLIC BUDGET HEARING AND FINAL BUDGET FY 2020-21**A. Approve Resolution #2020-10, that the Special Tax will not be levied for F/Y 2020/21 Discussion.**

M/O'Neill, S/Sears to approve Resolution #2020-10, that the Special Tax will not be levied for F/Y 2020/21

Executive Assistant Nicole Chaput polls the Board:

Woodford – Aye
 Kirchhoff – Aye
 Miller – Aye
 Sears – Aye
 O'Neill – Aye

B. Approve Resolution #2020-11, for Appropriation of Tax Proceeds

Discussion.

M/Sears, S/Miller to approve Resolution #2020-11, for Appropriation of Tax Proceeds
Executive Assistant Nicole Chaput polls the Board:

Woodford – Aye
 Kirchhoff – Aye
 Miller – Aye
 Sears – Aye
 O'Neill – Aye

C. Approve Resolution #2020-12, Annual Budget F/Y 2020/21

Discussion. Incorporated within the Final Budget is the June revision of the 2019-20 Budget. Due to the impacts of the Covid-19 pandemic, some of the budgeted spending was unable to occur: the Board agreed that any available funds would be used to augment UAL, CEPPT, and CERBT accounts to the greatest benefit of the District.

M/Sears, S/O'Neill to approve Resolution #2020-12, Annual Budget F/Y 2020/21 with available funds to be used to augment UAL, CEPPT, and CERBT Accounts.

Executive Assistant Nicole Chaput polls the Board:

Woodford – Aye
 Kirchhoff – Aye
 Miller – Aye
 Sears – Aye
 O'Neill – Aye

AGENDA ITEM 8 – RESOLUTIONS

A. Approve Resolution #2020-13, SB 1205 regarding the inspections of certain occupancies required to receive annual inspections

Discussion.

M/Sears, S/O'Neill to approve Resolution #2020-13, SB 1205 regarding the inspections of certain occupancies required to receive annual inspections

Executive Assistant Nicole Chaput polls the Board:

Woodford – Aye
 Kirchhoff – Aye
 Miller – Aye
 Sears – Aye
 O'Neill – Aye

B. Approve Resolution #2020-14, requesting County of Marin to conduct consolidated elections and election services

Discussion.

M/O'Neill, S/Sears to approve Resolution #2020-14, requesting County of Marin to conduct consolidated elections and election services

Executive Assistant Nicole Chaput polls the Board:

Woodford – Aye
 Kirchhoff – Aye

Miller – Aye
Sears – Aye
O'Neill – Aye

AGENDA ITEM 9 – COMMITTEE REPORTS

A. MERA – Chief Pearce

MERA met telephonically today to discuss moving away from County of Marin due to staffing issues and is now in contract with AECOM, a high end construction management company. MERA continues to make progress moving ahead.

B. SMEMPS – Director O'Neill/Chief Pearce

SMEMPS will be meeting soon in order to discuss the next steps on interim finance piece as well as the Preliminary Budget F/Y 2020-21.

AGENDA ITEM 10 – BOARD OF DIRECTORS/BOARD COMMENTS

No Board comments.

AGENDA ITEM 11 – ADJOURNMENT

M/Miller, S/Sears for adjournment.

Executive Assistant Nicole Chaput polls the Board:

Woodford – Aye
Kirchhoff – Aye
Miller – Aye
Sears – Aye
O'Neill – Aye

Meeting adjourned at 1905 hrs.



Steve Sears, Director



David Kirchhoff, Vice President

ACRONYM GLOSSARY:

BoA – Bank of America
BOD – Board of Directors
BOS – Board of Supervisors
CAMP – California Asset Management Program
CEQA – California Environmental Quality Act
COM – County of Marin
EIR – Environmental Impact Report
FAIRA – Fire Agencies Insurance Risk Authority
FASIS – Fire Agencies Self Insurance System
FDAC – Fire Districts Association of California
JPA – Joint Powers Authority/Agreement
LAFCO – Local Agency Formation Commission
LAIF – Local Agency Investment Fund
MCFCA – Marin County Fire Chiefs Association
MCFPO – Marin County Fire Prevention Officers
MCSO – Marin County Sheriff's Office
MERA – Marin Emergency Radio Authority
MOU – Memorandum of Understanding
P/R – Payroll
RIC – Rapid Intervention Crew
SEIR - Subsequent Environmental Impact Report
SMEMPS – Southern Marin Emergency Medical Paramedic System
TFPD – Tiburon Fire Protection District
TVFD – Tiburon Volunteer Fire Department